

## EVALUATION CRITERIA

### RFP NUMBER 5161Z1, eProcurement consulting services for developing a readiness assessment, business case, and plan for the implementation of an eProcurement Solution to replace and/or enhance the existing JD Edwards Payroll and Financial System

#### Mandatory Requirements

The proposals will first be examined to determine if all mandatory requirements listed below have been addressed to warrant further evaluation. Proposals not meeting mandatory requirements will be excluded from further evaluation. The mandatory requirement items are as follows:

1. Request for Proposal For Contractual Services form, signed in ink;
2. Corporate Overview (including but not limited to qualifications and experience of proposed firm);
3. Technical Approach (including but not limited to Approach/Methodology, Qualifications and Experience of Proposed Staff; and
4. Cost Proposal.

#### Evaluation Criteria

All responses to this Request for Proposal, which fulfill all mandatory requirements, will be evaluated. Each category will have a maximum possible point potential. Areas that will be addressed and scored during the evaluation include:

Evaluation Criteria	Possible Points
Part 1 — Corporate Overview	5
Part 2 — Technical Approach	75
Part 3 — Cost Proposal Points	20
Total Points without Oral Interviews	100
Oral Interviews, (if required)	40
Total Points with Oral Interviews	140

#### Part 4 – Cost Proposal Points

Cost points should be calculated as follows:

1. Establish lowest cost submitted – lowest cost submitted receives the maximum points.
2. To assign points to all others, the following formula should be followed:  
**Lowest Cost Submitted ÷ Cost Submitted x Maximum Possible Cost Points = Cost Points to Award (see samples below)**

Formula	Sample	Sample	Sample
Lowest Cost Submitted	\$100,000	\$100,000	\$100,000
÷ Cost Submitted	\$100,000	\$200,000	\$150,000
x Maximum Possible Cost Points	20	20	20
= Points To Award	20	10	13.3